

Telephone: (916) 445-7254 or (888) 921-2682 E-mail: credentials@ctc.ca.gov Web site: www.ctc.ca.gov

RENEWAL OF DESIGNATED SUBJECTS CREDENTIALS

The designated subjects credential you have been issued requires that you complete professional growth requirements as specified below. Refer to the face of your credential to determine the type of credential you have received. The information below describes specific renewal requirements for your credential. The attached form is to be used to document your completed professional growth activities.

Professional Growth Requirements for Designated Subjects Credential Renewals

Designated Subjects Credential Held	Hours of Approved* Professional Growth Activities Required Per Renewal Cycle			
Professional Clear Adult Education Full-Time	100			
Professional Clear Adult Education Part-Time	50			
Professional Clear Vocational Education Full-Time	150			
Professional Clear Vocational Education Part-Time	75			
Emergency Vocational Education 30-Day Substitute Permit (third or subsequent reissuance)	30			

^{*}You must work with a professional growth advisor when completing your professional growth requirement. The advisor must approve the activities you plan, then verify completion of your professional growth activities. Ideally, your professional growth advisor would possess the same type of designated subjects credential as you hold. Ask your employer to assign a professional growth advisor to work with you, or contact the Commission for further information about obtaining a professional growth advisor.

Renewing Your Designated Subjects Credential

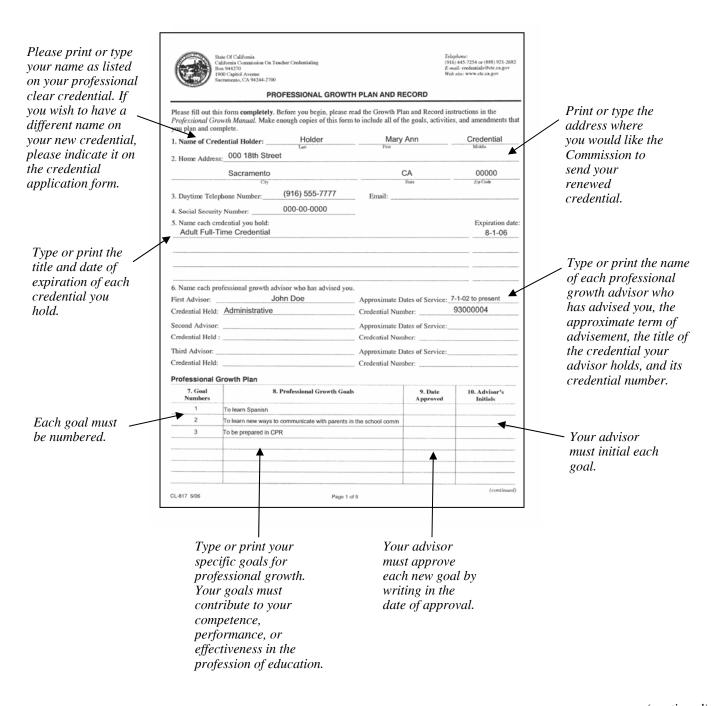
Applicants must satisfy all of the following requirements:

- 1. Obtain a professional growth advisor
- 2. With the assistance of your advisor, plan your professional growth activities
- 3. Complete your activities and record them on the enclosed Professional Growth Plan and Record Form. Be sure to have your advisor verify approval and completion of your activities in the appropriate sections of the form.
- **4.** Submit an application for renewal by **one** of the following methods:
 - a. Renew your credential online at www.ctc.ca.gov. Credentials renewed online are processed within 10 working days. When renewing online, it is not necessary to submit the Professional Growth Plan and Record Form with your application, as you will self-verify this information online; however, the Commission reserves the right to request submission of these forms for auditing purposes at any time within one year following the submission of the application.
 - **b.** Submit a completed application (<u>form 41-REN</u>), with the self-verification section completed, accompanied by the current processing fee. When self-verifying, it is not necessary to submit the Professional Growth Plan and Record Form with your application; however, the Commission reserves the right to request submission of these forms for auditing purposes at any time within one year following the submission of the application.

For further information about professional growth requirements, acceptable activities, and professional growth advisors, refer to the *Professional Growth Manual for Designated Subjects Credentials* available on the Commission's website.

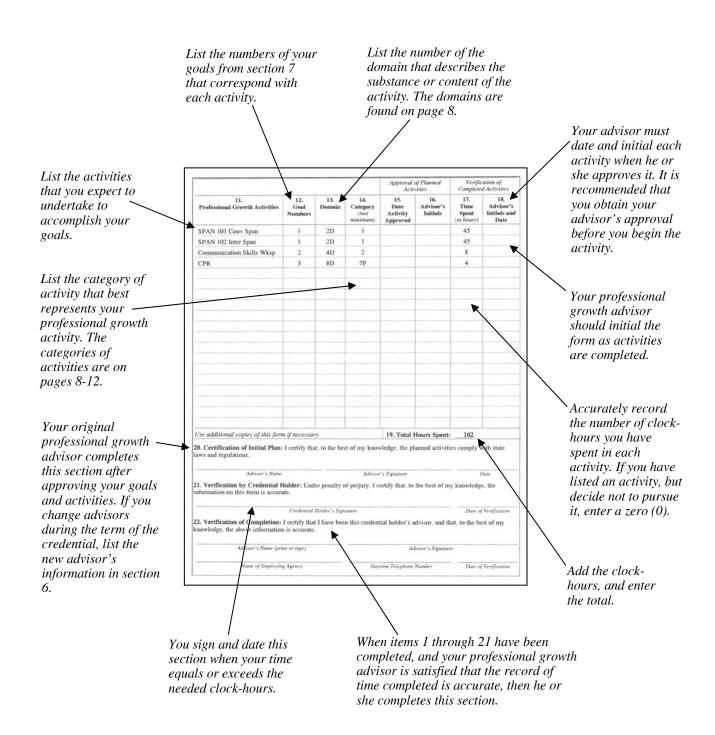
It is the responsibility of the credential holder to be aware of and complete renewal requirements. Read the *Professional Growth Manual* and consult with your advisor to help ensure that you understand and comply with the regulations.

When the form is completed, you may renew online at www.ctc.ca.gov or submit a Renewal & Reissuance Application form (41-REN) with the self-verification section completed and the current processing fee. Documents renewed online are processed within 10 working days. You do not need to submit the Professional Growth Plan and Record form with your application for renewal; however, the Commission reserves the right to request this form for auditing purposes any time within one year following submission of the application.



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PROFESSIONAL GROWTH PLAN AND RECORD

Please fill out this form **completely**. Before you begin, please read the Growth Plan and Record instructions in the *Professional Growth Manual*. Make enough copies of this form to include all of the goals, activities, and amendments that you plan and complete.

First				
State	Zip Code			
Email:				
	Expiration date			
you.				
Credential Number:				
Approximate Dates of Service:				
Credential Number:				
Approximate Dates of Service:				
al Held: Credential Number:				
oals 9. Date Approved	10. Advisor's Initials			
	you. Approximate Dates of Service: Credential Number: Oals			

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				Approval of Planned Activities		Verification of Completed Activities	
11. Professional Growth Activities	12. Goal Numbers	13. Domain	14. Category (two minimum)	15. Date Activity Approved	16. Advisor's Initials	17. Time Spent (in hours)	18. Advisor's Initials and Date
Use additional copies of this form	re additional copies of this form if necessary.				19. Total Hours Spent:		
20. Certification of Initial Plan: and regulations.	I certify tha	at, to the bes	st of my know	vledge, the pla	anned activiti	es comply w	rith state laws
Advisor's Name			Adviso	r's Signature		<u>1</u>	Date
21. Verification by Credential Information on this form is accura		er penalty o	of perjury, I co	ertify that, to	the best of m	y knowledge	e, the
	Credential	Holder's Sign	nature			Date o	f Verification
22. Verification of Completion: knowledge, the above information			n this creden	tial holder's a	dvisor, and th	nat, to the be	st of my
Advisor's Name (print or type)			Advisor's Signature				
Name of Employing Agency D			ptime Telephone Number Date of Verification				

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